



JOB POSTING

Interested candidates should send their resume via regular mail, email (*as a Word document*) or facsimile to the address or phone number shown above. The Office of the Attorney General is an Equal Opportunity Employer.

ANALYST Medical Licensing Section Consumer Protection Division

The Analyst's purpose is to protect Indiana consumers through effective investigation, analysis and recommendation concerning consumer complaints alleging violations of disciplinary statutes by licensed health professionals. This position reports directly to the Analyst Supervisor who reports to the Section Chief of the Medical Licensing Section.

Principle Job Duties

- Manage the investigation of the complaint by obtaining evidence and other pertinent information to provide a complete analysis of the facts. This information may include: responses from parties involved; consent for medical records; medical records; certified documents for both civil and criminal actions; timely follow-up of all requests made for the investigation.
- Analysis of the information gathered and written in the form of a board summary. Board summaries should follow the currently accepted format and include the pertinent information of the case summarized for approval by the Supervisor and Section Chief.
- Documentation of all activity related to the complaint investigation. This documentation will occur in the current office database, Law Manager, and will include data entry and profiling all: correspondence (electronic and hard copy through I-Manage); requests for information; all phone calls made or received; file location (if outside of analyst's area); and any pertinent file information such as the file's current regulatory status.
- Effective communication with all parties according to office policy.
- Ability to reference the Indiana Code and Indiana Administrative Code and other various research materials, especially as it pertains Indiana licensed health professionals.
- Manage a large caseload in a timely manner according to the priority assigned to the file, including periodic reports of caseload status.
- Maintain a professional and positive relationship with peers, co-workers, outside agencies, board directors and board members, and the public.
- Assist attorneys in preparation of and litigation of administrative complaints.
- Perform other duties and completes special projects as assigned.

Qualifications

- Bachelor's degree
- Strong research and writing skills, with emphasis on a clear, persuasive analysis of the facts.
- Excellent communication skills, including the ability to relate effectively to both legal and non-legal individuals orally and in writing.
- Ability to manage a large caseload with a strong ability to multi-task.
- Ability to work well with others.
- Proficient in computer skills.